

Please circle the membership for which you are applying for:

GENERAL COUNCIL MEMBER

EXECUTIVE COUNCIL MEMBER

**Elkins High School  
Student Council  
Procedures and Guidelines**

Fort Bend ISD supports the Texas Association of Student Councils and the Texas Association of Secondary School Principals in its goal to develop leadership abilities in students, promote democracy as a way of life, and establish and uphold high standards for local councils. A student council is defined as a "a group of elected and volunteer students working together with an adult advisor, within the framework of a constitutions, to provide a means for student expression and assistance in school affairs and activities and give opportunities for student experience in leadership while encouraging school activities that promote citizenship, scholarship, leadership, human relations and cultural values."

- A) A sponsor(s)/advisor(s), selected by the principal, who is committed to youth leadership development, promotion of citizenship and the ability to devote the necessary time and energy to ensure the success of the council.
- B) Each current general council will elect the following student body officers (executive officers): President, Vice- President, Secretary, Treasurer, Parliamentarian, and Historian/Social Chair. Students running for any executive office must have served successfully on the council the preceding year. The office of President may only be held by an incoming senior. Students' names will appear on the ballot upon successfully completing the application packet (see attached).
- C) Each campus will also elect 14 class representatives. Students' names will appear on the ballot upon successfully completing and returning the candidate application packet.
- D) Each campus will hold an interest meeting for students who would like to **apply or reapply** to become a student council representative for the upcoming school year. **To be considered for membership students MUST attend 1 of 2 offered interest meetings.**
- E) Each campus may institute a "standing committee" program with the approval of the principal.
- F) Each executive officer candidate must be interviewed by the sponsor(s). Upon completion of interview, sponsor(s) will notify the student if they qualify to run for their desired office.
- G) Each general member candidate that turns in a completed application/candidate packet will be placed on the ballot in alphabetical order.
- H) Students with the most votes will be elected. A runoff election will only take place if there is an exact tie. Only one student may hold an executive office position for each office.

- I) **All FBISD candidates must sign and have a parent sign the Code of Conduct Form before the student's name is considered on the ballot.**
- J) Teacher recommendations will be used in a "scoring, screening" process (see attachment). All recommendations must be from current campus teachers, this may not include current student council sponsor(s).
- K) The Student Council sponsor(s) and campus principal will decide on the election timeline and campaign. **Campus will require candidate to obtain 25 valid signatures by classmates from their grade level that endorse their candidacy.**
- L) All students must have access to the candidate packet. Packets should be made available during all lunches as well as before/ after school in a "common" area (not a teacher classroom).
- M) Campus sponsor(s) can remove students from their elected positions at sponsor(s) discretion, including excessive absences (see below).
- a. Any executive board member who has exceeded more **than 3 excused/unexcused absences per semester** will result in an **automatic removal** from the executive board.
    - i. Executive members are to always inform their sponsor(s) before the "missed" executive/general meeting.
  - b. Any general member who has exceeded more than **2 excused/unexcused absences per semester** will result in an **automatic removal** from the general council.
- N) If an executive board member is to be removed (for any reason) from executive office or the office becomes vacant, then the sponsor(s) will decide the line of succession/replacement.
- O) If a campus runs for a TASC office, the sponsor(s) will decide on the student who will best represent the school in that capacity.
- P) Campus sponsor(s) and principal may select one of the following two ways to hold the general election:
- 1. To simulate "real life" voting, students may vote during all lunches as well as in the morning in a "common" area. School ID's may be used as a "voter registration" requirement. All voting must occur in one day with the results being posted within a week of voting after the sponsor(s) approval.
  - 2. The sponsor(s)/ principal can designate a class period or class to conduct the election.

## STUDENT COUNCIL APPLICATION FORM

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### GENERAL INFORMATION

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ GRADE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_ BIRTHDAY: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

### QUESTIONNAIRE

1. HOW WOULD YOU DEFINE STUDENT COUNCIL?
  
  
  
  
  
  
  
  
  
  
2. WHAT LEADERSHIP EXPERIENCE DO YOU HAVE IN SCHOOL OR IN THE COMMUNITY?
  
  
  
  
  
  
  
  
  
  
3. HAVE YOU EVER BEEN ON A STUDENT COUNCIL? IF SO, WHERE, AND WHAT OFFICES, IF ANY, HAVE YOU HELD?
  
  
  
  
  
  
  
  
  
  
4. AS A MEMBER OF THE STUDENT COUNCIL, WHAT SPECIFICALLY COULD YOU DO TO HELP THE SCHOOL AND THE COMMUNITY?
  
  
  
  
  
  
  
  
  
  
5. WHY DO YOU WANT TO BE ON STUDENT COUNCIL?

## STUDENT COUNCIL ELECTIONS

1. Election of Executive Student Body Officers by the Student Body will be held during the spring semester.  
(President, Vice-President, Secretary, Treasurer, Parliamentarian, Historian/Reporter)
2. Fourteen class representatives will be chosen by popular vote from each grade level (during the fall or spring semester).
3. Campaigning will begin \_\_\_\_\_ and end \_\_\_\_\_.
4. The manner and use of campaign materials will be a campus decision.
5. The candidate with the most votes will be considered the winner.
6. One of the current Executive Officers and/or campus administrators must approve all posters before being posted.
7. Candidates will be disqualified if the rules are not followed.
8. Candidate Election Packet is due \_\_\_\_\_ before your name can appear on the ballot.
9. All Candidates running for the office of Student Body President must give a 1 - 2 minute speech to CURRENT COUNCIL. This speech should outline why you want the office and what your ambitions are. You should also state your qualifications.
10. Voting will be held \_\_\_\_\_.

I read and understand all of the rules. If not followed, I may be disqualified.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**TEACHER RECOMMENDATION  
FOR STUDENT COUNCIL**

**NAME OF STUDENT:** \_\_\_\_\_

**GRADE LEVEL:** \_\_\_\_\_

**POSITION RUNNING FOR:** \_\_\_\_\_

**Please have six current or former teachers recommend you for Student Council:**

**Teacher Name**

**Comment**

1. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**This form must be completed for your name to appear on the ballot.**

## STUDENT COUNCIL CODE OF CONDUCT

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- 1) **NO ISS.** First offense is a warning. Second offense will result in immediate removal.
- 2) **NO INSUBORDINATION** towards the sponsor, teachers, and other administrators. Result in automatic removal.
- 3) **NO LEVEL 3 DISCIPLINE OFFENSE (NO TOBACCO, NO DRUGS, NO ALCOHOL)** Result is immediate dismissal from the council.
- 4) **NO DETENTION.** More than two times in a nine-week period will result in a warning; next detention assignment may result in removal from the council.
- 5) **NO CAEP.** Result is immediate removal from the council.
- 6) **NO FIGHTING.** Result is immediate removal from the council.
- 7) **NO SUSPENSION OR EMERGENCY REMOVAL.** Result is immediate removal from the council.
- 8) **FULLFILL ALL OBLIGATIONS** set by the officers/sponsors, including projects, workshops, and related responsibilities.
- 9) **NO UNEXCUSED ABSENCES FROM MEETINGS.** May result in removal from the council.
- 10) **ALL STUDENT MEMBERS MUST FOLLOW THE FBISD HANDBOOK** in addition to the Student Council Code of Conduct.

I have read and understand that Student Council students are to adhere to the code of conduct listed above and realize that a violation could result in removal from Student Council.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

# Student Council Campaign Endorsement Sheet

Collect 25 signatures of people who will support and endorse your campaign for Student Council.

There can be no duplicates. signatures must be from your grade level only.

Fraudulent or invalid signatures will result in the elimination of your name from the ballot

Printed Name	Signature	Student ID#
1		
2		
3		
4		
5		
6		
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14		
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25		

